

Bear River North Regional Council Meeting Minutes
Bridgerland Applied Technology College
Logan, Utah
Wednesday, March 14th, 2007 – 8:00 A.M. – 9:30 A.M.

In attendance:

David Bryan	Pepperidge Farm
Cindi Grant	Convergys
Commissioner John Hansen	Cache County Council Member
Dawn Hollingsworth	Division of Child & Family Services
Kelly Johnson	E.A. Miller
Roger Jones	Bear River Association of Governments
Michael Liechty	Cache School District
Evan Maxfield	Wheatland Seed
Gaylene Pebley for Randy Hopkins	Department of Workforce Services
Dawn Skorka (Chair)	Wal-Mart
Thom Smith	Alcoa
Susan Thackeray	Economic Development, Box Elder County
Scott Williams	U.S.U. Extension Agent 4-H Youth Development

Excused:

Commissioner William Cox	County Commissioner, Rich County
David Farnes	Pioneer Care and Rehabilitation
Colyn Flinders	Division of Rehabilitation
Vern Gunnell	United States Air Force, B.A.T.C. Cache County
Jim Hooker	Hooker Appliance
Peggy Madsen	Box Elder County Employees
Chad Munns	Munns Manufacturing
Lana Powell	State Farm Insurance
Bruce Rigby	Zions Bank
Michelle Wilson	Life-Skill and Individual Needs Center

Department of Workforce Services Staff:

Julie Anderson	Program Specialist
Debbie Herr	Regional Program Manager
Susan Wright	Regional Council Liaison
Connie Laws	D.W.S. Support Services and Delivery Manager
Gary Kennison	Business Services Program Specialist
Carrie Peterson	Administrative Secretary
Debbie Sparks	Logan Area Manager

The meeting was called to order at 8:00 a.m.

1. **Welcome**

Dawn Skorka, Bear River North Regional Council Chair, welcomed all D.W.S. staff and Council members to the meeting.

The quorum for the meeting was established with sufficient attendance of voting council members to carry all action items and motions.

Introductions were made for the following new Council members:

Cindy Grant - Convergys. Cindy will be participating as Regional Youth Task Force member.

David Bryan – changed companies to Pepperidge Farm, Cache County.

2. **Consent Calendar Action Items**

Dawn Skorka called for approval of the minutes from the January 17th Bear River North Regional Council meeting.

Action: Roger Jones made the motion, Thom Smith seconded, and the Council unanimously approved the January 17th meeting minutes.

3. **Incumbent Worker Program Funding**

Connie Laws, D.W.S. Support Services and Delivery Manager, reported that a waiver proposal was approved at the State Council meeting to increase Workforce Investment Act (W.I.A.) set aside funds to develop and expand the Department's Incumbent Worker Training Programs (I.W.T.P.). The proposal requested approval for departmental flexibility with W.I.A. Adult Training Funds. The waiver will allow the Department to transfer 50% of the Adult Training Funds to the I.W.T.P. This waiver will help the Department to better utilize funds and serve customers.

The Utah Incumbent Worker Training Program is funded by the Federal Workforce Investment Act and administered by the Department of Workforce Services. The purposes of the program are to: 1) provide grants to employers to assist with certain expenses associated with skills upgrade training for their full-time employees, and 2) help those workers gain the skills that keep them employed and increase their wages.

The funding will be available through an application process for interested employers who would like to provide their employees with training to acquire specified skills. The waiver will allow D.W.S. to use the funds to meet the training needs of employers. The funds will be transferred from statewide "set-aside" funds to increase the funding available to support the program.

The decision regarding how much funding will be transferred to the program will be made on a year-by-year decision basis. The waiver will allow the Department to transfer the funding upon the State Council's review. Upon the Council's approval, the request will be submitted to the Department of Labor for the program year of 2007. The waiver will be effective for two years, depending on reauthorization of funding or the need to transfer funds.

Connie explained the Council would send their recommendation for the percentage of funds to transfer to the I.W.T.P. to the State Council meeting in April 2007. Dawn Skorka will take the Council's recommendation to the State Council meeting.

D.W.S. has reviewed the State's economy and the economic outlook for the new year. It is expected that 2007 should be as good of a year as 2006.

A handout was provided on the Incumbent Worker State Activity Funding. If the funds are not utilized in the Incumbent Worker Fund, the funds can be transferred back to the regions for the training programs. D.W.S. closed the first round of open proposals for employers with twenty-six applications, including eleven from the North Region. The applications are being reviewed and D.W.S. will decide how much of the funding will be approved. It is expected that by the end of March 2007, the recommendation for the percentage of the proposal can be presented to the D.W.S. Executive Management Team and the Regional Councils for approval. The waiver has been approved to transfer up to 50% of the funds, and the Councils will be making a recommendation as to the percentage of funding to be transferred. If the entire 50% is approved, it would be equivalent to \$4.2 M.

Transferring the funds will be important as it will help D.W.S. customers gain training to help them maintain their employment.

Roger Jones asked, "Is there enough outreach efforts being done to make sure that the low income customers are receiving training?"

Debbie Sparks responded that a D.W.S. training team visits the Bridgerland A.T.C. to inform customers of the available training, flyers, and ads are being posted.

Debbie Herr clarified that each D.W.S. office is working to inform their customers of the training that is available. The priority will be serving the walk-in customers.

The waiver should be approved by the end of the month.

Connie noted that employers can access the funds one time each year. There may be an opportunity to open the door for enrollment at different times during the year. D.W.S. is considering an upfront proposal for employers to allow them time to be prepared prior to the actual application time frame.

Thom Smith commented that the I.W.T.P. would be a needed program for employers and the training that is needed for their employees. He noted that the need for training may change over the year. Thom recommended allowing employers to access the funding twice each year or on a quarterly basis.

Connie encouraged the Council members to give their feedback to Dawn to prepare their I.W.T.P. percentage vote for the funding transfer for the April State Council meeting.

The employer application requires at least 15 staff working for the employers who are requesting funding.

The range of employer's requests were from \$85 to \$581,000 dollars. Most of the training requests are for skill base increased training. The applications have been for the construction, nursing, and leadership focus. Connie noted that English as a Second Language (ESL) training is acceptable.

Kelly Johnson asked if the notification had been sent out to employers.

Connie reported that an email was sent out to the employers serving on the Regional Councils.

Connie would like the Regional Councils to help market the program.

Connie will be available to help employers complete their applications for the Incumbent Worker Training funds. The A.T.C.s have conducted discussions about the Custom Fit Training Programs to use the funds.

Connie asked the Council members to contact her with any questions they may have at her e-mail address claws@utah.gov or by phone at 801-526-9955.

A meeting is scheduled the first of April to discuss the Custom Fit Program.

Dawn Skorka led a discussion to talk with the Council about their ideas of what a significant amount to request for I.W.T.P. funding would be.

Susan Thackeray recommended supporting the I.W.T.P. funding request for employers in the Bear River area.

Thom Smith would like the Council to include the recommendation that the funds be accessible to employers through the application process on a quarterly basis.

Kelly Johnson noted that it would be important to inform employers that the program will be available and to allow for time for D.W.S. to help the employers to complete their applications.

Debbie Herr noted that the Council packets contain information on the reports and how the funding is allocated to each of the D.W.S. offices and how the training funds are being expended. The North Region has obligated approximately 65% of the available training funding. Debbie recommended considering the amount of funding that has been expended for the year, when the Council makes their decision about the amount of funding to be transferred to the I.W.T.P.

The majority of Council members were in favor of supporting the request to approve transferring the W.I.A. funds to support the I.W.T.P.

4. **Committee Reports**

A. Marketing and Training for Employers Task Force and Training and Job Seekers Committee

Dawn Skorka provided a report on the "Gear Up . . . for the Utah Manufacturing Career Fair". It is estimated that there will be 18,900 jobs in demand during the next 12 years. The career fair is being planned by the Davis Applied Technology College, Utah Manufacturing Association, State Office of Education, and Department of Workforce Services to educate tomorrow's workforce, find qualified applicants, and create statewide publicity for the manufacturing market demand.

The number one goal for the Gear it Up Career Fair is to educate and entertain over 10,000 Salt Lake County to Utah County Junior High and High School students with over 200 hands-on manufacturing company exhibits, a career magazine, and goody bag.

The three day event are will be conducted October 9 – 11 from 8:00 a.m. to 8:00 p.m. Possible locations include, Davis Conference Center, Davis County Fairgrounds, Weber County Fairgrounds and the Ogden Eccles Conference Center.

Council members who are interested in supporting the event they can contact James Larson at 497-1594.

Susan Wright will send the Council members the date for the next meeting to allow the employers an opportunity to get involved. The goal will be to contact the schools in the Bear River area.

Action: Dawn Skorka called for a motion to approve the Committee reports. Evan Maxfield made the motion, Roger Jones seconded, and the Council unanimously approved the Marketing and Training for Employers, and the Training and Job Seekers Committee reports.

5. **Regional Youth Council Report**

Scott Williams, Youth Council Chair, reported that the Council last met February 14th, 2007. The Council was provided with a Workforce Investment Act (W.I.A.) Youth Provider report. It was reported that the numbers of youth enrolled has increased and there is no waiting list. The Juvenile Justice Services (J.J.S.) numbers are low and need to be increased. Council members were referred to the meeting packets for review of the Bear River totals.

Scott reported that the numbers have increased and D.W.S. is doing an excellent job by working to increase the number of youth being served.

It was explained that when the W.I.A. Reauthorization occurred, the outcome measures were changed. They are now known as "common measures". In the past, there were eleven outcome measures, the number has been reduced to three -

1. Youth placement in employment or education
2. Youth attain degree or certification
3. Youth literacy or numeracy gain Youth Performance Outcomes

D.W.S. is not yet held accountable to the measures yet as this first year is a baseline year. Goals will be set after the baseline year is completed and there will be more information discussed at the April Youth Council meeting.

The Youth Leadership Project proposal suggests partners include W.I.A. youth, D.W.S., the Brigham City Youth Council, and the River City Heights Youth Council. The group will put together care packages for service men and women. At least 20 youth will participate in the project. The project was approved by the Regional Youth Council and will be completed by April 29th, 2007. The youth who participate in the project will be provided with lunch with a service person.

The Youth Council is planning a retreat on Wednesday, April 11th from noon to 3:00 p.m. at the D.W.S. Logan E.C. Jane Broadhead from the State office will be attending the retreat to explain the roles and responsibilities of the Regional and State Youth Councils.

D.W.S. staff visited Rich County to provide youth with information about the youth program.

Youth Success stories were shared for Box Elder, Cache, and Rich Counties.

Sharon Smauldon from Job Corps (Management and Training Corporation (M.T.C.)) provided a report at the Youth Council meeting about training available at the Clearfield center. The Job Corps Program is sponsored by the U.S. Department of Labor for persons age 16 –24. D.W.S. and Job Corps are federally mandated W.I.A. partners. Currently, enrollment is down at the Clearfield Job Corps center. Capacity is 1320 students, while enrollment stands at 1150 students. D.W.S. will be working to inform customers of the training available at the Clearfield Job Corps Center.

Action: Dawn Skorka called for a motion to approve the Regional Youth Council report. Scott Jones made the motion, Mike Liechty seconded, and the Council unanimously approved the Regional Youth Council report.

6. **State Council Report**

Dawn Skorka reported that she did not attend the State Council meeting held on January 11th, 2007. She thanked Thom Smith and Evan Maxfield for leading the meeting in her absence.

Evan Maxfield attended in Dawn Skorka's absence. Dawn will serve as Chair of the State Council Chair's Committee.

Council members were referred to the meeting packets for further review of the State Council meeting minutes.

The next State Council meeting is scheduled for April 26th, 2007. The meeting will be held in Helper, which is near Price.

7. **Regional Director's Report**

Gaylene Pebley, Clearfield E.C. Manager, reported for Randy Hopkins, D.W.S. North Region Director.

Council members were informed of the following items of interest:

- The State Council is talking about how to get youth interested in their career choices. The low employment rate contributes to the youth easily gaining employment. The goal will be to educate youth about training available, as well as their career choices.
- Tani Pack Downing has been appointed as the new General Counsel in the Office of the Governor. Downing currently serves as the Executive Director of the Department of Workforce Services. Governor Huntsman has named Kristen Cox, former Secretary of Disabilities for Maryland, as Downing's replacement at Workforce Services. Gaylene reported that she had the opportunity to meet the new Director. Kristen will be planning to visit each of the D.W.S. offices in the near future.
- The Department of Health, Bureau of Eligibility Services (B.E.S.) staff will be consolidated with the D.W.S. eligibility staff statewide. There will be 70 new workers in the North Region. This will be effective July 1st. The staff currently process Medicaid only cases, the staff will be cross-trained and their duties will be blended. The B.E.S. staff will be housed in the D.W.S. buildings. The goal will be to share the joint values in service delivery.
- The e-REP computer system will replace the PACMIS computer system. It will be on-line in a year for now. Staff will be receiving training to allow them to become experts on the new e-REP system.
- The new on-line application is being piloted. In June, it will be piloted in the Clearfield office. If all goes well, the new on-line application will be opened up on "world-wide" web. This will facilitate the partnering to allow the customers to complete the application at the community partner sites. The application has been rolled out to a few community resource points. It is expected the new application will be available after the implementation of e-REP after March of 2008.
- The initial interview for the Clearfield and Ogden Employment Centers are being processed through the Ogden Eligibility Service Center. The specialists complete the initial eligibility interview. If this works well, all North Region initial interviews will be processed through the Ogden E.S.C.
- The on-line application will benefit customers as they can complete the application at home.
- Extended funding has been approved for the transitional assistance funding. The customers will be able to receive cash assistance during the first next three months after they obtain employment.
- The North Region achieved a Food Stamp accuracy rate of 97.6% for the reporting year.
- The legislature approved funding for the G.A. program, which will allow the Department to continue to provide the G.A. services to eligible customers.
- Gaylene referred the Council members to the meeting packets to the D.W.S. reports section.
- The Council members were informed that the D.W.S. "dash-board" report is being used to determine how the North Region is meeting the federal standards. Gaylene added that recently verification rates have been included in the federal reporting. D.W.S. will be required to monitor the number of hours the customers are involved in participation activities.
- Debbie Herr reported on the W.I.A. and T.A.N.F. funding and the total obligation allocated to the regions. The total allocation for each office is based on the funding streams. The total for the region is \$900,000 dollars. Each office is informed of the funding that is available to be obligated

and expended. This will allow the managers to track the amount of funding available in each funding source. Debbie explained that the Department is nearing the end of the fiscal year and the goal is to expend the funding.

- D.W.S. will be working to meet the federal standard of 50% for F.E.P. participation rate. D.W.S. workers will be required to gain verification that their customers are meeting the participation rate. It is expected that the North Region will achieve the mandated participation rate.
- The North Region will be working to expend the allocated training funds. Gaylene noted that the incumbent training is being transferred to expend the funds. As the unemployment rate is low, fewer customers are asking for training.
- A presentation was provided on the new on-line application for council members. The application can be submitted on-line and they will electronically sign their application.

8. **Other Business**

The Regional Council will be meeting in May to set their goals for 2007. Susan Wright, Regional Council Liaison, will schedule the Committee meetings and inform the Council members of the dates, locations, and times.

Roger Jones informed the Council members that a meeting has been planned to discuss the 147 families still residing in Logan that were affected by the Miller I.N.S. raid. It is scheduled for Wednesday, March 28th at noon for agencies, religious organizations, and employers to talk about what has happened to those families and how to help the families that are remaining. Roger invited the Council members to attend if they are interested in attending at the B.R.A.G. Office at 170 North Main.

Debbie Sparks reported that D.W.S. Logan E.C. training team participated in the U.S.U. career fair. Logan staff are working to support the new Iggys Sports grill, and Nucore Steel recruitment. The D.W.S. Job Fair will be conducted in Brigham on April 12th. The Logan Job Fair is planned for September. Debbie noted that the new E.C. has plenty of space that will be open to employers for their recruitments. The Logan E.C. is serving as a Vita site. Representatives are available onsite to help low income individuals complete their taxes. Individuals can call 211 or 792-0300 to make an appointment.

9. **Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

10. **Adjourn**

Dawn thanked the Council members for their attendance. The meeting was adjourned at 9:10 a.m.